

Services

- Was there a detailed identification of duplications in service or a detailed description of complementary/coordinated services rendered
- Was there an action plan that was measurable and time bound
- Was there a detailed description of goals and objectives
- Eligibility Criteria
 - Was the criteria listed (Description of target population served)
 - Are IRAS risk scores considered when determining eligibility for appropriate placement

Program Targets

- Eligibility Criteria (See above)
- Was there a clear and defined description of the promotion of services and materials available to the target population regardless of referral source
- Examples: Drug Testing Supplies; Program Resources

Supervision

- Was the Intervention section detailed and understandable
- Was it clear there is or will be transparency between two agencies
 - Can the case manager get the PSI
 - Access to case plans, progress reports, offender financials, drug screening results

Graduated Sanctions & Incentives

- Were there graduated sanction details listed for each department
- Was there a detailed plan to include time bound measurable goals and objectives
- Was there accompanying information
- Was there a detailed description of incentive programs for offenders

Internal Operations

- Is there a detailed description of shared resources
 - Both internal resources and resources available to the offender
 - Examples: Training, Incentives, Staff, etc.
- If resources are not currently being shared, is there a detailed plan implementing resource sharing
- Is there a detailed description of how each agency will be part of the intake process
 - Example: Completion of assessments, approval process

Quality Assurance

- Were there measurable items stating how it will be determined if and when collaboration goals are met
- Was a Quality Assurance Policy and/or Continuous Improvement Plan Included
 - If not, was there a detailed plan to develop a CQI Plan
 - Was the plan time bound and measurable
- Is there a plan to have regular collaboration meetings

Other Considerations

- Did the plan conform to the expected definition of Collaboration
 - *"To work jointly as a unit to achieve a common goal"*
- Was the Program Sheet Included
- Was the contact information for the Collaboration Heads in each agency listed
- Were key stakeholders listed
- Did the plan show accountability
- Was the plan easy to read/understand (spelling and grammar)
- Was there any other supporting documentation